

# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Talent Acquisition Co-ordinator

**Date updated:** 4 February 2022

**Reports to:** Head of Human Resources

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### Position Purpose and Objectives

This role is responsible for providing support to the Talent Acquisition Advisor, performing a variety of administrative and functional tasks which include employment documentation, co-ordination of recruitment and assisting with onboarding processes.

### Core Job Role Accountabilities

#### 1. Functional and Administrative Support – Talent Acquisition

- 1.2 Assist the Talent Acquisition Advisor in the co-ordination of the end-to-end recruitment administrative processes; advertising placements (*Pymble* Employment website page and online recruitment boards), manage applications received and organise interviews.
- 1.3 Support the Talent Acquisition Advisor with the preparation of employment contracts and associated documentation and implementation of completed documentation in consultation with the Senior Payroll Officer, for temporary, permanent and casual employees.
- 1.4 Support the team to ensure effective on-boarding and induction of new employees to maximise engagement and success in their role at the College.
- 1.5 Collaborate effectively with Payroll and Finance teams regarding new staff employment and other conditions of employment documentation.
- 1.6 Support onboarding and induction procedures including the preparation of welcome packs, name badges for staff members, assist with the new staff orientation activities/events, tracking probation reviews, preparing house allocation correspondence and preparing documentation to confirm permanent appointments.

- 1.7 Maintain internal databases and checklists relating to recruitment and selection, staff changes in employment and leave recording.
- 1.8 Prepare separation acknowledgements of resignations/retirements, support the staff exit process and related documentation.
- 1.9 Co-ordinate the administrative process of employee separation, including overseeing the procedure for the return of College property prior to the departure of staff.
- 1.10 Maintain HR systems and information including staff records in Edumate, ConnX and other College systems and manage the Employment email inbox.

## **2. Communication**

- 2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

## **3. Risk and Compliance**

- 3.1 Report directly to the Principal on any matters relating to child protection.
- 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

## **4. Professional Learning**

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## **5. Other duties may be required from time to time**

### **Core skills, knowledge and experience**

- Willingness to support the ethos and values of the College
- A passion for customer service and teamwork
- Experience in recruitment administration, legal requirements and processes (desirable)
- Excellent interpersonal skills, including written and verbal communications
- Strong organisation skills including the ability to work in a fast paced environment, plan and prioritise own work
- A self-starter who actively engages in process improvement and has a growth mindset
- Flexibility and adaptability to change

- Have at least intermediate Microsoft Office and Excel skills, and experience with MS Teams or similar. Experience using an HR information system would be an advantage
- Ability to demonstrate accuracy and attention to detail in the preparation of materials (both hard copy and electronic)
- Hold tertiary qualifications in Human Resources or related field (desirable but not essential)